

**LINCOLN BOARD OF SELECTMEN'S**

**MEETING MINUTES**

**DECEMBER 28, 2020 – 5:30PM**

**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

**(THE RECORDING OF THIS MEETING CAN BE FOUND ON YOUTUBE)**

**APPROVED**

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**Board of Selectmen Present via Zoom:** Chairman OJ Robinson, Vice Chair, Tamra Ham, and Selectman Jayne Ludwig

**Staff Present via Zoom:** Town Manager Burbank, Fire Chief, Ron Beard, Police Chief Chad Morris, and Administrative Assistant, Jane Leslie

**Public Present via Zoom Video Conferencing:** James Conn, and Dave Beaudin

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**I. CALL TO ORDER**

Chairman Robinson called the meeting to order at 5:30 pm.

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**II. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING**

*The approval of the meeting minutes was postponed until next week.*

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**III. OLD/NEW BUSINESS**

**Town Manager's Report**

*There was no Town Manager's Report this evening.*

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**OLD BUSINESS:**

**End-of-the-Year Encumbrances**

Selectman Ham asked if there was anything that needed to be encumbered prior to December 31<sup>st</sup>. Town Manager Burbank responded that he has not heard from any Department Heads that they have funds that need to be encumbered, and therefore he did not believe there were any. Burbank also noted that the final budget is going to be handed over to the Budget Committee tomorrow (12/29/20) unless the board is not prepared to do so. Burbank also noted that they do not have all of the figures for the warrant articles yet and asked the board if they wanted to discuss this now. Selectman Ludwig asked if DPW Director Hadaway was able to obtain updated figures for the cost of water meters. Burbank replied that Hadaway has reached out to the company, however, he has not heard back from them. Burbank recommended that they increase the \$1.6M place holder figure by 6%. Selectman Ham commented that they still have time, and they can use the \$1.6M as a place holder until Hadaway is able to update these numbers with more concrete figures.

**Election CARES Act Funding**

Chairman Robinson asked if there were any updates on the CARES Act funds for the Election workers. Town Manager Burbank responded that they determined that \$90 was spent on additional postage that was used during the Primary and General Elections (mailing absentee ballots), and this expense came out of the general fund. The CARES Act Funding will be disbursed amongst the Town Clerk, Moderator, and Election Workers.

**NEW BUSINESS:**

**Budget Committee Meetings**

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The board discussed the upcoming budget meetings. Town Manager Burbank noted that the respective Department Heads will be participating on the nights that their budgets are being discussed. Chairman Robinson added that he will be participating on January 14<sup>th</sup> when they discuss the Capital Reserve, and also on February 4<sup>th</sup> for the Public Hearing.

### **Public Participation**

James Conn asked the board why patrons are allowed to enter the Solid Waste Facility office to conduct business when the Town Hall Building is closed to the public? Selectman Ham asked Conn how they previously conducted business at the Transfer Station after the start of the pandemic. Conn explained that the customers have always come into the office to pay their trash disposal fees before and during the pandemic. Ham asked Town Manager Burbank to reach out DPW Director Hadaway so that he can have this discussion with the Solid Waste employees to see whether or not they have concerns with the way they are currently dealing with the public, and to get a better idea of their comfort levels. Burbank responded that this is the first he is hearing that there is an issue, and he would follow up with Hadaway tomorrow. Robinson asked Conn if he had any suggestions that he would like to offer to help with this matter. Conn suggested possibly opening up one of the office windows (taking the screen out) and handling the transactions that way so that the customer remains outside away from close contact with the staff. Conn also recommended that they have sanitized pens and products available. Ham thanked Jim and said that this was a very good suggestion.

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### **IV. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c,e) South Peak Counter Suit, David Azarian (The Landing), and a Personnel Issue**

**MOTION: "To go into Non-public session pursuant to RSA 91-A:3 (III) (c,e)"**

**Motion: OJ Robinson**

**Second: Tamra Ham**

**All in favor.**

**The BOS went into Non-public session at 5:45 p.m.**

**MOTION: "To re-enter public session."**

**Motion: OJ Robinson**

**Second: Tamra Ham**

**All in favor.**

**The Board came back into public session at 6:31 p.m.**

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### **VI. ADJOURNMENT**

With no further business to attend to, the Board made the following motion:

**MOTION: "To adjourn."**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**All in favor.**

**The meeting adjourned at 6:32 p.m.**

Respectfully Submitted,  
Jane Leslie

Approval Date: January 4, 2021

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Chairman O.J. Robinson

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Tamra Ham

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Jayne Ludwig